

Vacancy Announcement

U.S. ELECTION ASSISTANCE COMMISSION

Position: Paralegal Specialist

Announcement No: EAC-04-02

Salary Range: \$37,000 - \$47,500 per annum

Hiring Agency:

U. S. Election Assistance Commission
1225 New York Avenue, N.W.
Washington, D.C. 20005

Opening Date: 08-31-2004

Closing Date: 09-08-2004

Duty Location: Washington, D.C.
1 Vacancy

AREA OF CONSIDERATION: All United States Citizens.

DUTIES:

The incumbent performs substantive legal and factual research and other related duties to support the work of the General Counsel who provides legal advice and counsel to the U.S. Election Assistance Commission (EAC) on a wide variety of matters. The incumbent will assist the General Counsel in ensuring that EAC meets all Federal, State and local legal and regulatory requirements, with particular attention to the Help America Vote Act (HAVA) of 2002. In support of this, the incumbent researches relevant statutes, regulations, and/or legislation to provide information necessary for the General Counsel to analyze, to respond to, and address legal issues. The incumbent conducts other research as directed by the General Counsel. The incumbent reviews and analyzes written and oral communications and performs preliminary screening of incoming materials and calls received to recommend or determine appropriate course of action. The incumbent is responsible for drafting responses to general correspondence for signature of the General Counsel or Commissioners; typing and preparing documents and reports from dictation by the General Counsel; and organizing and maintaining legal files and material in a readily accessible control system, to include electronic filing systems. The incumbent also maintains that day-to-day operations of the General Counsel's office.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications. Candidates for the position must possess the following minimum qualifications:

- High school diploma
- Possession of a Paralegal Certificate

Preferred Qualifications. Candidates with the following preferred qualifications will be considered to have outstanding skills and abilities:

- College or advanced degree
- 2 to 5 years of experience in the role of a paralegal, administrative assistant or manager of a legal office or department; or appropriate substitution of college education

Knowledge, skills and abilities required. The successful candidate must also have outstanding knowledge, skills and abilities in the following areas:

- ability to conduct legal research using electronic and internet-based search engines
- ability to draft and prepare legal documents and correspondence
- ability to communicate effectively orally and in writing
- strong analytical, problem solving and research skills;
- ability to work independently on research and other projects
- skill in the use of automated hardware; word processing, spreadsheet and presentation software; and automated legal research/case management systems.

OTHER REQUIREMENTS:

Occasional travel may be required

OTHER INFORMATION:

The United States Election Assistance Commission (“EAC” or “Commission”) is conducting a search for the position of Paralegal Specialist. The EAC was established by the Help America Vote Act of 2002 (HAVA). Central to its role, the EAC serves as a national clearinghouse and resource for information with respect to the administration of Federal elections. According to the text of HAVA, the law was enacted to:

... establish a program to provide funds to States to replace punch card voting systems, to establish the Election Assistance Commission to assist in the administration of Federal elections and to otherwise provide assistance with the administration of certain Federal election laws and programs, to establish minimum election administration standards for States and units of local government with responsibility for the administration of Federal elections, and for other purposes.

-- Excerpt from [The Help America Vote Act of 2002](#)

HAVA requires that the EAC:

- Provide for testing, certification, decertification, and recertification of voting system hardware and software by accredited laboratories;
- Conduct public studies on various election administration issues;
- Submit a report on each study conducted, with recommendations, to the President, the House Administration Committee, and the Senate Rules and Administration Committee;
- Make requirements payments to States each year;
- Make grants to assist entities in carrying out research and development to improve the quality, reliability, accuracy, accessibility, affordability and security of voting equipment, election systems, and voting technology;
- Make grants to carry out pilot programs under which new technologies in voting systems and voting equipment are tested and implemented on a trial basis;
- Award grants to the National Student and Parent Mock Election, a national, nonprofit, nonpartisan organization that works to promote voter participation through voter education activities for students and their parents; and
- Conduct studies and issue reports on a variety of topics generally dealing with improving the administration of Federal elections.

HOW TO APPLY:

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/of.asp> , or a resume with comparable information included. The application must include education, experience, current salary, social security number, date of birth, personal qualifications, and the names and contact information of three references (to be contacted only with subsequent permission of the applicant).

Your social security number (SSN) is requested to be included on your resume under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from your employers, schools, banks and others who may know you. Failure to provide your SSN on your resume will result in your application not being processed.

You must be a citizen of the United States.

Application must be mailed to:

U.S. General Services Administration, National Capital Region
Agency Liaison Division, Room 7120
7th & D Streets, S.W.
Washington, DC 20407
Announcement No.: EAC-04-02
Attn: Bernadette Wiggins

Phone: (202) 708-5702

Applications submitted in postage paid Government envelopes will not be considered. Applications must be received by the closing date to be considered.

All applications received become the property of the U.S. Election Assistance Administration and will not be returned.

This Commission provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The position of Paralegal Specialist may be appointed without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, and may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of that title relating to classification and General Schedule pay rates.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age or any other non-merit factor. **THE U.S. ELECTION ASSISTANCE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**

Relocation expenses will not be paid.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov